

CHAPTER 4

DUERS FORMAT

DUERS is designed to address the consumption of energy resources used to provide utility energy at DoD activities. The purpose of this Chapter is to provide instructions on how to prepare MEB 2, MEB 3, MEB 4, MEB 5, MEB 6, MEB 7, and MEB 8 records for submission to DUERS. DUERS data elements shall be reported in the format listed in section A. through G., below. Separate records shall be prepared for each applicable product code (e.g. electricity, natural gas, and propane) for each report period. If a particular data element is not applicable, report zeroes in that data field. Also, include leading zeroes to fill unused record columns of data fields (for example, to report 150 short tons consumption of anthracite coal, input 00000150 in Record columns 41-48 of the MEB 2 Record) . Corrections to any data element submitted may be made within 120 days of the original report due date. Corrections after 120 days must be submitted to and approved by the appropriate DoD Component energy office . Corrections to these data elements may be made by resubmitting the record. When submitting corrections, all data elements on that record must be filled in, including data elements that previously were correct. However, only the record containing the error must be resubmitted.

A. MEB 2 - INVENTORY AND CONSUMPTION RECORD

The MEB 2 record shall be reported in the following format:
(The MEB 2 record must be completed for every DUERS product stored or consumed; in some cases, this may involve reporting only inventory with no consumption in that report period) .

<u>Record Column</u>	<u>Data Field</u>
1-3	ME B
4	Blank
5	2
6	Blank
7-8	Enter the last two digits of the calendar year of the reporting period.
9-10	Enter the two-digit number indicating the month of the reporting period; for example, March would be entered as 03. (When a correction is being made, always use the month and year of the reporting period to be corrected.)

11	Blank
12-17	Enter the appropriate consuming DoD Activity Address Code (DoDAAC), such as FP2300, N00151, W26FAA.
18	Blank
19-21	Enter the approved three character product code as shown in Chapter 5.
22	Blank
23-30	Report DoD-owned inventory for each applicable product at the end of each report month. Inventory is reported in the same units as consumption for products ANC, COL, COK, PPG, and WUD only. Enter 8 zeroes for all other products.
31	Blank
32-39	Report the measured or certified BTU content for the product only if it differs from the standard BTU value shown for the product in Chapter 5. Report an 8 digit whole number, without commas in this field; for example, the BTU content for ANC could be reported as 25000000 and for SHW as 00001100. Enter 8 zeroes in this data field if the standard BTU value will be used. (A BTU value must be reported for product code FSX.)
40	Blank
41-48	Report the activity's total quantity of energy product consumed during the month covered by the report. This includes tenants and remote bases, as appropriate. It also includes any industrial process energy consumption. Exclude family housing and mobility substitution energy consumption since they are reported under their own separate DoDAACs. Military Services shall ensure that the same energy is not reported under two different DoDAACS. Consumption is reported in units as described in Chapter 5; for example, ELC is reported in megawatt hours and COL is reported in short tons.
49	Blank
50-57	Available for DoD Component defined use.
58	Blank
59-66	Report cost in whole dollars for the total consumption reported in columns 41-48. costs are of the energy consumed only, and do not include activity utility plant and/or system operation and maintenance. For fuel oils, use actual local commercial cost.
67-80	Blank

The following data lines are examples of correctly completed MEB 2 records: (There is only one space between data elements, and leading zeroes are used to fill unused record columns of data elements. If a particular data element does not apply, zeroes are used to fill that element.)

Table 4-1
MEB-2 RECORD

MEB	2	8601	WC1J4Q	COL	00055786	15600000	00012782	00000000	005.25596
MEB	2	8602	B62863	ELC	00000000	00000000	00000591	00000000	00021554
MEB	2	8605	w33NYN	WUD	00000000	09000000	00004630	00000000	00043290
MEB	2	8603	X62PN4	ELC	00000000	00000000	00001860	00000000	00155855
		DATE							
		DoDAAC							1 "
			PRODUCT						
			CODE						
				INVENTORY					
					BTU				
					CONTENT				
						CONSUMPTION	I		
							DoD COMPONENT	I	
							USE		
									COST

B. MEB 3 - INDUSTRIAL PROCESS ENERGY RECORD

The MEB 3 record shall be reported in the following format: (MEB 3 records should only be submitted by those activities that consume industrial process energy.)

<u>Record Column</u>	<u>Data Field</u>
1-3	MEB
4	Blank
5	3
6	Blank
7-8	Enter the last two digits of the calendar year of the reporting period.
9-10	Enter the two-digit number indicating the month of the reporting period.
11	Blank
12-17	Enter the appropriate consuming DoD Activity Address Code (DoDAAC) .
18	Blank

19-21 Enter the approved three-character product code as shown in Chapter 5.

22 Blank

23-30 Enter the quantity of energy reported in columns 41-48 of the MEB 2 record that is industrial process energy. Industrial process energy is defined as the facilities' energy utilized in the direct production, rehabilitation, or disposal of equipment or goods .

31 Blank

32-39 Enter quantity of the total energy reported on the MEB 2 record (columns 41-48) that was consumed in buildings. For ELC, NAG, FSX, FSD, FSR and FOR, this is metered consumption. For all other products, this may be estimated consumption . (Optional)

40-80 Blank

The following data lines are examples of correctly completed MEB 3 records:

Table 4-2
MEB-3 RECORD

MEB	3	8603	N60258	NAG	00040180	00002148
MEB	3	8601	FP4800	FSR	00000300	00000428
		DATE				
			DoDAAC			
			PRODUCT			
			CODE			
				PROCESS		
				ENERGY		
						BUILDINGS

c. MEB 4 - WEATHER DATA RECORD

Weather data is received monthly from the USAF Environmental Technical Application Center, Asheville, NC and processed by USAF 7th Communication Group Personnel for all DoDAACS. The MEB 4 record should only **be** submitted if past experience has shown that the data reported centrally (from the weather service) differs 5 percent or more from the location of the reporting activity.

<u>Record Column</u>	<u>Data Field</u>
1-3	ME B
4	Blank
5	4
6	Blank
7-8	Enter the last two digits of the calendar year of the reporting period.
9-10	Enter the two-digit number indicating the month of the reporting period.
11	Blank
12-17	Enter the appropriate consuming DoD Activity Address Code (DoDAAC) .
18-22	Blank
23-26	Enter the number of cooling degree days using a base of 65 degrees Fahrenheit. This is reported only if past experience has shown that the data reported centrally (from the weather service) differs 5 percent or more from the location of the reporting activity. Otherwise, this field should be zero filled.
27	Blank
28-31	Enter the number of heating degree days using a base of 65 degrees Fahrenheit. This is reported only if past experience has shown that the data reported centrally differs 5 percent or more from the location of the reporting activity. Otherwise, this field should be zero filled.
32-80	Blank

The following data lines are examples of correctly completed MEB 4 records:

Table 4-3
MEB-4 RECORD

MEB	4	8604	FP4625	0032	0227
MEB	4	8601	W42HOM	0000	0516

DATE	DoDAAC	BLANK (5 SPACES)	COOLING DEG-DAYS	HEATING DEG-DAYS
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4-5

D. MEB 5 - POPULATION RECORD

The MEB 5 record is reported annually as of September (month 09) to reflect the population of the activity at the end of the FY. This record has been included in the DUERS because population is a variable that affects installation energy consumption .

<u>Record Column</u>	<u>Data Field</u>
1-3	MEB
4	Blank
5	5
6	Blank
7-8	Enter the last two digits of the calendar year of the reporting period.
9-10	Enter 09 to indicate the September date for this data element.
11	Blank
12-17	Enter the appropriate consuming DoD Activity Address Code (DoDAAC) .
18	Blank
19-25	Enter the number of personnel served by the facilities energy reported for the activity. For DoDAACs assigned for family housing, this may be an estimate of the total number of family housing residents.
26-80	Blank

The following data lines are examples of correctly completed MEB 5 records:

Table 4-4
MEB-5 RECORD

MEB	5	8609	W45NQ7	0062262
MEB	5	8609	A68122	0000184
		DATE		
			DoDAAC	
			POPULATION	

E. MEB 6 - BUILDING AND SQUARE FOOTAGE RECORD

The MEB 6 record is reported annually as of September (month 09) to reflect the gross square footage for all buildings that consume energy. That is, these data elements relate to the FY just ended.

<u>Record Column</u>	<u>Data Field</u>
1-3	MEB
4	Blank
5	6
6	Blank
7-8	Enter the last two digits of the calendar year of the reporting period.
9-10	Enter 09 to indicate that the data was reported as of September.
11	Blank
12-17	Enter the appropriate consuming DoD Activity Address Code (DoDAAC) .
18	Blank
19-23	Enter the total number of owned buildings whose energy is reported in the DUERS. Sterile buildings (buildings not in regular use, not consuming any energy, or awaiting demolition) or buildings maintained in "caretaker" condition throughout the year with only minimal security lighting should not be counted.
24	Blank
25-30	Enter the total square footage for all owned buildings, as reported in columns 19-23 of this record, and as found in the real property inventory of the activity or on design specifications . Report in thousands of square feet .
31	Blank
32-35	Enter the total number of energy consuming buildings rented or leased from any organization or party outside of the Department of Defense, if the energy use is paid for directly by the DoD Component.
36	Blank
37-41	Enter the total square footage for all leased buildings, as reported in columns 32-35, and as specified in the leasing agreement. Report in thousands of square feet.
42	Blank
43 - 46	Enter the total number of owned or leased buildings, as reported in columns 19-23 and 32-35, which are used primarily for industrial process energy. The DoD Components are responsible for the development of a definition of "process building" consistent with their individual energy use profile. This data element

47
48-52

should only be reported by those activities that consume industrial process energy.
Blank
Enter the total square footage of industrial process buildings, as reported in columns 43-46, and as found in the real property inventory on the design specifications, or in the leasing agreement. Report in thousands of square feet. This data element should only be reported by those activities that consume industrial process energy.
Blank

53-80

The following data lines are examples of correctly completed MEB 6 records:

Table 4-5									
MEB- 6 RECORD									
MEB 6	8609	N65885	00078	002301	0000	00000	0078	02301	
MEB 6	8609	W45NQ7	04533	015127	0000	00000	0000	00000	
MEB 6	8609	A38950	00003	000143	0003	00129	0004	00125	
	DATE								
		DoDAAC							
			OWNED						
			BLDGS						
				OWNED					
				SQ. FT.					
				(x1000)					
					LEASED				
					BLDGS				
						LEASED			
						SQ. FT.	I		
						(x1000)			
							PROCESS		
							BLDGS		
								PROCESS	
								SQ. FT.	
								(x1000)	

F. MEB 7 - Energy Certification Record

The MEB 7 record is reported annually as of September (month 09) to support the cost savings retention and reuse authority provided by 10 U.S.C. 2865 (reference (c)) and the Principal Deputy Assistant Secretary of Defense (Production and Logistics) Memorandum (reference (e)) .

<u>Record Column</u>	<u>Data Field</u>
1-3	MEB
4	Blank
5	7
6	Blank
7-8	Enter the last two digits of the calendar year of the reporting period.
"9-10	Enter 09 to indicate that data was reported as of September.
11	Blank
12-17	Enter the appropriate consuming DoD Activity Address Code (DoDAAC) .
18	Blank
19-24	Enter the total amount of energy cost savings, in thousands of dollars, resulting directly from energy conservation management actions, including the government's portion of energy performance contract savings, and rebates received through demand side management or energy conservation programs sponsored by utility companies.
25	Blank
26-31	Enter the Government's portion of energy cost savings in thousands of dollars resulting directly from "energy savings performance contracts, " and rebates received through utility company sponsored demand side management or energy conservation programs.
32	Blank
33-38	Enter the amount of energy cost savings, in thousands of dollars, identified in columns 19-24 above, earmarked for installation morale, welfare and recreation, facilities or services, improvements to existing military family housing, or other unspecified minor construction projects.
39	Blank
40-45	Enter the amount of energy cost savings, in thousands of dollars, identified in columns 19-24 above, earmarked for transfer to higher

39
40-45

Blank
Enter the amount of energy cost savings, in thousands of dollars, identified in columns 19-24 above, earmarked for transfer to higher headquarters, or retained at the installation level (if approved by higher headquarters) , for reinvestment into energy costs of other energy conservation projects.
Blank

46-80

The following data lines are examples of correctly completed MEB 7 records:

Table 4-6
MEB-7 RECORD

MEB 7	9309	N65885	001000	001000	000000	000500
MEB 7	9309	W45NQ7	000500	000400	000250	000250
MEB 7	9309	A38950	000200	000100	000100	000100
	DATE					
		D oDAAC				
		MEASURED				
		NET ENERGY				
		COST SAVINGS				
			ACTUAL			
			ENERGY			
			PERFORMANCE			
		CONTRACT SAVINGS				
			SAVINGS			
			RETAINED			
			FOR MWR/QOL			
			PROJECTS			
				SAVINGS RETAINED		
				FOR ENERGY		
				CONSERVATION		
				REINVESTMENT		

G. MEB 8 - Industrial Process Productivity Record

The MEB-8 record is reported annually as of September (month 09) to reflect the output measure of the industrial process activity (see chapter 2 paragraph A.2.c.) through the end of the FY. Each DoD Component shall establish guidelines for measuring

<u>Record Column</u>	<u>Data Field</u>
1-3	MEB
4	Blank
5	8
6	Blank
7-8	Enter the last two digits of the calendar year of the reporting period.
9-10	Enter 09 to indicate that the data was reported as of September.
11	Blank
12-17	Enter the appropriate consuming DoD Activity Address Code (DoDAAC) .
18	Blank
19-25	Enter the total number of gross square feet associated with this industrial process or other output measurements approved by your DoD Component.
26-80	Blank

The following data lines are examples of correctly completed MEB 8 records:

Table 4-7
MEB-8 RECORD

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MEB 8 9109 W45NQ7 0010769
MEB 8 9109 A68122 1897890
      I      I      |
    DATE      DoDAAC |
                OUTPUT
                MEASURE

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TABLE 4-8
SUMMARY OF DUERS FORMATS

MEB 2	DATE	DoDAAC	PRODUCT CODE	INVENTORY CONTENT	BTU	CONSUMPTION	DoD COMPONENT	COST
xxx x	Xxxx <u>7-10</u>	XXXXXX <u>12-17</u>	xxx <u>19-21</u>	XXXXXXXXX <u>23-30</u>	XXXXXXXXX <u>32-39</u>	XXXXXXXXXX <u>41-48</u>	XXXXXXXXXX <u>50-57</u>	XXXXXXXXX <u>59-66</u>
MEB 3	DATE	DoDAAC	PRODUCT CODE	INDUSTRIAL PROCESS	BUILDINGS			
xxx x	Xxxx <u>7-10</u>	XXXXXX <u>12-17</u>	xxx <u>19-21</u>	XXXXXXXXXX <u>23-30</u>	XXXXXXXXXX <u>32-39</u>			
MEB 4	DATE	DoDAAC	COOLING DEGREE DAYS	HEATING DEGREE DAYS				
xxx x	Xxxx <u>7-10</u>	XXXXXX <u>12-17</u>	xxx <u>23-26</u>	xxx <u>28-31</u>				
MEB 5	DATE	DoDAAC	POPULATION					
xxx x	Xxxx <u>7-10</u>	XXXXXX <u>12-17</u>	XXXXXX <u>19-25</u>					
MEB 6	DATE	DoDAAC	NUMBER OF OWNED BUILDINGS	AREA OF OWNED BUILD- INGS	NUMBER OF LEASED BUILDINGS	AREA OF LEASED BUILDINGS	NUMBER OF PROCESS BUILDINGS	AREA OF PROCESS BUILDINGS
xxx x	Xxxx <u>7-10</u>	XXXXXX <u>12-17</u>	xxxxx <u>19-23</u>	xxxxxx <u>25-30</u>	xxxx <u>32-35</u>	xxxxxx <u>37-41</u>	xxxx <u>43-46</u>	xxxxx <u>48-52</u>
MEB 7	DATE	DoDAAC	MEASUR- ED NET ENERGY COST SAVINGS	ACTUAL ENERGY PERFORMAN- CE CONTRACT SAVINGS	SAVINGS RETAINED FOR MWR/QOL PROJECTS	SAVINGS RETAINED FOR ENERGY CONSERVATION REINVESTMENT		
xxx x	XXXX <u>7-10</u>	XXXXXX <u>12-17</u>	XXXXXX <u>19-24</u>	XXXXXX <u>26-31</u>	xxxxxx <u>33-38</u>		Xxx..Xxx <u>40-45</u>	
MEB 8	DATE	DoDAAC	OUTPUT MEASURE					
xxx x	XXXX <u>7-10</u>	XXXXXX <u>12-17</u>	XXXXXX <u>19-25</u>					